

RFP "CS" SERIES

REQUEST FOR PROPOSALS

**PRINTING, BINDING, PACKAGING, AND DELIVERING THE
2005 IOWA ACTS AND THE 2005 CODE SUPPLEMENT**

QUESTIONS FROM POTENTIAL BIDDERS AND AGENCY ANSWERS

SECOND SERIES OF QUESTIONS AND ANSWERS

1. **QUESTION.** Page 4 of CS-1 --- Section A. 1. requires that the interactive proposal form be completed. It doesn't specifically state the deadline for submitting the online proposal. Can we assume that the deadline is the same as that for the printed copies – no later than 4:00 p.m. on September 9, 2005?

ANSWER. Yes.

2. **QUESTION.** Page 9 of CS-2 --- Section VI, B. states that the Agency will deliver the composed pages in an electronic format. Will the material be supplied in PDF format? If yes, will the PDFs include the prescribed bleed bars?

ANSWER. The answer to both of your questions is yes. The Agency will furnish composed pages in a PDF format during both the trial performance period and the standard performance period. The pages that we deliver to our printers in conjunction with the electronic copies will also contain the prescribed bleed bars. Both the PDF and the pages we deliver in conjunction with the electronic copies will also contain any

artwork that is found on the printed pages of both the Iowa Acts and Code Supplement publications.

3. **QUESTION.** Page 9 of CS-2 --- Section VI, C. (and other sections) mention blue line pages or an equivalent for the proof pages. Has an acceptable equivalent format already been established? Are laser proof pages acceptable?

ANSWER. You are referring to CS-2, the Contract Forms (for Item #1: Part VI, Paragraph "C" [p. 9] and for Item #2: Part VI, Paragraph "C" [p. 39]).

Blue line pages may include "an equivalent established by the Agency" under the language of the contract and we have accepted laser proofs in the past. Generally, laser proofs are acceptable provided that (1) they are not loose individual pages, and (2) the Agency has some assurances as to the process used to create the laser proofs. We need the proofs to be in folded and trimmed signatures so that we can keep track of page order and signature counts. We must know the relationship between the process used to create the blue line pages or proofs and the final assembled pages so that we know how to check the accuracy of the proofs. A potential bidder who proposes to use a laser proof or other form of proof pages will be required to let us know what the proofs will look like and provides some assurance that the process intended to be used will accomplish the goals described in this answer.

4. **QUESTION.** Page 14 of CS-2 and Page 44 of CS-2 --- State that the books shipped as part of the normal delivery will be divided between General Distribution and the State Capitol Complex Distribution. Are the quantities known that are to be separately packaged for State Capitol Complex Distribution?

ANSWER. You are referring to CS-2, the Contract Forms (for Item #1: Part IX, Paragraph "D," Subparagraph 1(d), [p. 14-15] and for Item #2: Part VI, Paragraph "D," Subparagraph 1(d) [p. 44 and 45]).

The quantities of books reserved for State Capitol Complex Distribution will not be known before the deadline for the submission of completed proposal forms. The Agency will have an exact number before the time of shipping. In 2004, the Agency instructed the contractor to segregate 1,350 Iowa Acts books (from a total run of 3,500 Iowa Acts books) for State Capitol Complex Distribution. In 2003, the Agency instructed the contractor to segregate 1,488 Code Supplement books (from a total Code Supplement run of 4,800 books) for State Capitol Complex Distribution.

5. **QUESTION.** Page 15 of CS-2 --- Section IX, D., 2., b. states that the books are to be shipped directly to the eight judicial districts but it doesn't identify how many to each district (other than at least 980 books). Can the approximate number to be shipped to each district be given?

ANSWER. You are referring to CS-2, the Contract Forms (for Item #1: Part IX, Paragraph "D," Subparagraph 2 [p. 15] and for Item #2: Part IX, Paragraph "D," "Subparagraph 2 [p. 45]).

Again, the quantities for books reserved for Judicial Distribution will not be known before the deadline for the submission of completed proposal forms. The Agency will have an exact number before the time of shipping.

In 2004, the Judicial District Distribution for the Iowa Acts was as follows:

1st Judicial District	136
2nd Judicial District	186
3rd Judicial District	132
4th Judicial District	15
5th Judicial District	204
6th Judicial District	89
7th Judicial District	83
8th Judicial District	134

In 2003, the Judicial District Distribution for the Code Supplement was as follows:

1st Judicial District	138
2nd Judicial District	186
3rd Judicial District	146
4th Judicial District	50
5th Judicial District	204
6th Judicial District	89
7th Judicial District	83
8th Judicial District	134

6. **QUESTION.** Page 4 of CS-3 and Page 26 of CS-3 --- There is an entry for a bid amount for Book Delivery. That entry is followed by entries for normal and special delivery. What type of entry is called for on the Book Delivery line? Is that to be the total amount for deliveries which is then subdivided in the subsequent boxes? Or is the intent for bidders to simply list the packaging costs on that line?

ANSWER. You are referring to CS-3, the Proposal Forms (for Item #1: Part II, Paragraph "A", Subparagraph 2 [p. 4] and for Item #2, Part II, Paragraph "A", Subparagraph 2 [p. 25 and 26].

The top box, reserved for Book Delivery, requires that a proposed bidder specify the total amount associated with the packaging and shipment of all books to all destinations (as part of both normal delivery and special delivery).

Please list total packaging costs and total shipping costs in the first box, and indicate what part of that number is associated with packaging and what is shipping (use designations, such as PKG or SHP, before the respective amounts that we know which is which). In the two boxes below that, subdivide the total cost according to where the books are to be shipped (indicating what part of each of those numbers is associated with packaging and what part is associated with shipping).

7. **QUESTION.** Page 5 of CS-2 and Page 36 of CS-2 --- Under Renewal, both the Acts and the Supplement can be renewed one time on substantially similar provisions to this contract. Would switching to another subcontractor for the renewal year, still be considered under substantially similar provisions?

ANSWER. You are referring to CS-2, the Contract Forms (for Item #1: Part III, Paragraph "M" [p. 5] and for Item #2: Part III, Paragraph "M" [p. 36].

It would be premature for the Agency to commit to an answer at this point especially without knowing the circumstances involved. The Agency considers the identity of and experience with a subcontractor as important factors in selecting a bid from a prospective contractor. A change in courier or shipping company would probably not be significant, but a change in printing facility or bindery would be significant. The Agency's previous experience with the old or the new subcontractor might also make a difference.

8. **QUESTION.** Page 7 of CS-3 and Page 28 of CS-3 --- The paper called for in the specifications is a Cream color. However, both the 2004 Acts and the 2003 Code Supplement appear to have been published using a White paper. Have the requirements changed or was the White paper found to be an acceptable alternative?

ANSWER. You are referring to CS-2, the Contract Forms (for Item #1: Part V, Paragraph "B," Subparagraph 1(b) [p. 7] and for Item #2: Part IX, Paragraph "B," Subparagraph 2 [p. 37]).

The Agency is using the term "cream" as a descriptive term to indicate that the paper must be of an off-white variety. The Agency will not accept a bright white paper. Our exact requirements have changed over time and will continue to change somewhat based on what is available and what meets our needs. We are looking for a paper that is of the same or similar appearance to that which was used in the previous books.

9. **QUESTION.** The state website contains the 2004 information regarding the bid evaluation and proposals for both the Acts and the Code of Iowa. Can you supply the same type of bid information for the 2003 Code Supplement? While we have access to the bid scoring for the 2003 Code Supplement, we are requesting the bid amounts for that Supplement. Also, could you please tell us what the state paid for the 2003 Supplement, including the number of copies and the number of pages?

ANSWER.

Selected Bidder	West Publishing
Number of Books Ordered	4,800
Overrun	192
Estimated Page Count	1,472 (per book)
Actual Pages Per Book	1488 (a 1/2 signature over)
Winning Bid Amount	\$40,314
Final (adjusted)Amount Paid	\$42,725.67